



The King County Children and Family Commission

**Letter of Intent
Instructions**

**Currently Funded
Safe Communities Projects**

**FUNDING PERIOD
2007-2009**

Application Due Date: May 26, 2006, at 12:00PM

OVERVIEW

The King County Children and Family Commission is soliciting letters of intent to support youth at-risk of involvement in the juvenile justice system in King County. The Commission's Safe Communities program seeks to reduce youth at-risk involvement with the juvenile justice system through a mixed portfolio of projects that include best practice, promising practice and innovative project approaches.

The Children and Family Commission believes that prevention and early intervention approaches are key strategies to reducing the costs of the criminal justice system. The Safe Communities program will promote prevention and early intervention strategies to prevent or reduce youth at-risk contact with the juvenile justice system before they become serious, repeat offenders who contribute to the high costs of public safety and the criminal justice system.

Projects will assist communities to provide positive options and role models for youth that build and strengthen youth assets and resiliency while reducing the likelihood that they will commit crime and violence that leads to involvement with the juvenile justice system.

A total of up to \$354,000 will be awarded to a limited number of community partnerships on an annual basis. Safe Communities projects are expected to be funded for three years.

Currently funded projects wishing to apply for continuation funding will be required to document the accomplishments of the project during the 2004-2006 funding cycle. Each outcome stated in the 2004-2006 contracts must be addressed. Accomplishment of achieved project outcomes must be verified by data, outside program evaluation or other documented sources. In the event an outcome was not achieved an explanation of why and what the agency proposes to do to achieve this outcome in the future is required.

I. GOAL AND OBJECTIVES

Goal

The goal of this program is to promote the healthy development of youth at risk and prevent their involvement in the criminal justice system.

Objectives

1. Mobilize all elements of the community to work together to improve the lives of youth at-risk.

Increase opportunities for positive involvement and positive outcomes in school, work, and social settings for youth at-risk. Youth will be supported to move toward contributing and productive roles in local communities as defined by the community and with responsibility assumed by the community. Partnerships may

select from the list of approaches listed in the next objective or may develop other approaches toward this objective.

2. Reduce youth at-risk involvement with the juvenile justice system through approaches that replicate best practice, or promising practice prevention and early intervention programs, or through innovative approaches that contain successful elements of best practice, or promising practice prevention and early intervention programs.

A range of approaches and a variety of services could be implemented toward reaching the intended objective of reducing youths' involvement with the juvenile justice system. By providing youth with projects that focus on the elements of best practice techniques, we can ensure the quality of these projects will lead toward effective prevention and early interventions strategies that will reduce youth at-risk involvement with the juvenile justice system.

Partnerships are encouraged to combine efforts and activities into projects that produce a greater effect than the single efforts of each partner. The breadth of the base of support for the community partnerships should lead to a wide range of resources to engage youth, increase their resiliency and involve youth who have not traditionally been engaged or have felt excluded from community resources, activities, or services.

It is anticipated that a wide range of approaches will accomplish a project's focus. These approaches could include, but are not limited to, the following examples that:

- Provide more pathways for academic success in school
- Provide increased social support
- Address antisocial beliefs, attitudes and behaviors favorable to crime
- Address inadequate self-management skills and social skills, such as conflict management and effective problem solving
- Expand opportunities for individual mentoring relationships with adults
- Address poor attitudes towards work/school
- Address issues of antisocial peers
- Promote positive social values and behavior in youth
- Address issues of anger/hostility
- Address poor parental supervision/monitoring
- Increase youths participation in life enriching activities
- Address issues of disproportionality and racism

Several different means or approaches may be coordinated to produce the desired goals and objectives of the project. Successful intervention and prevention projects usually address several issues, not just one of them. All approaches that engage youth must be grounded in best practice, promising

practice, or if an innovative project, contain successful elements of best practice and promising practice programs. See III. Definitions. for a description of these three types of programs.

II. APPLICANT CRITERIA

In addition to continuing to meet the goals and objectives of Safe Communities program (as stated in the section above) projects currently funded by the CFC applying for Safe Communities funding must continue to meet the following criteria requirements to be considered eligible:

- Projects must continue to serve areas where the County is the primary local government or where a city or cities is (are) willing to jointly sponsor the project.
- Project must continue to serve areas of the County with the interest, readiness or potential of the community partners to engage youth at-risk.
- Projects must continue to demonstrate how they replicate best practice, or promising practice prevention and early intervention programs, or if an innovative project, contain elements of best practice, or promising practice prevention and early intervention programs that have documented success in preventing youth from entering/reentering the criminal justice system.
- Projects must continue to identify how their project's services are culturally competent. See III. Definitions for the description of Cultural Competence used. The most competitive projects continue to utilize staff or volunteers who are representative of the youth they serve. This may include the use of bilingual and bicultural staff and volunteers.
- The Safe Communities Program promotes **prevention and early intervention** strategies to prevent or reduce youths' involvement with the criminal justice system. **By design, the program does not focus on serious, repeat offenders.**
- Project must be community based and have 501c3 non-profit status.
- Projects are required in this funding cycle to have minimum matching funds of at least 35% of the total project costs. The most competitive continuation projects will exceed the minimum match requirement of 35%. The matching funds can be from a federal, state, local, or private grant source. Other county funds are not considered an acceptable cash match. The Commission reserves the right to disqualify any proposal that does not meet the required cash match. The match must be a cash match, not an in-kind contribution. Exceptions to this will be reviewed on a case-by-case basis.
- Projects must continue to serve a target population that is middle-school-age youth and/or high-school-age youth.

- Projects must continue to show through data, program evaluation or other documented sources how their services have had a positive impact at reducing youth at-risk involvement with the juvenile justice system. Accomplishment of achieved project outcomes must be verified by data, outside program evaluation or other documented sources. In the event an outcome was not achieved an explanation of why and what the agency proposes to do to achieve this outcome in the future is required

In addition currently funded projects must meet at least one of the two following criteria:

- Projects must continue to target geographic areas of King County that have over-representation of youth in the juvenile justice system. See Attachment A: Secure Juvenile Detention Admissions Statistics and Health Planning Areas by Census Tracts Map.
- Projects must continue to target races and ethnic groups in King County that are disproportionality over-represented in the juvenile justice system. See Attachment A: Secure Juvenile Detention Admissions Statistics and Health Planning Areas by Census Tracts Map.

III. DEFINITIONS

Best Practice: A replicable program model, that through experience and research has proven to lead to a desired result.

Promising Practice: A program model, that through experience, has shown desirable results but has not been proven through research or a longitudinal study

Innovative: A program model, untested, that introduces a new idea and practice intended to meet desirable results.

Cultural Competence: A set of behaviors, attributes and policies enabling an agency (or individual) to work effectively in cross cultural situations.

IV. AVAILABLE FUNDS AND OTHER REQUIREMENTS

The allocation available for 2007 is up to a total of \$354,000 for all Safe Community projects. Safe Communities programs are expected to be funded for three years. The Commission anticipates funding four to seven projects. All awards are contingent on agencies being able to meet King County contracting and evaluation requirements. All programs will be monitored annually for contract compliance, required to participate in a project self -assessment, and to cooperate with the County or designee, in designing and conducting an evaluation of the project.

ALL AWARDS ARE CONTINGENT UPON THE PASSAGE OF THE ANNUAL CHILDREN AND FAMILY COMMISSION BUDGET BY THE KING COUNTY COUNCIL

V. PROPOSAL EVALUATION COMMITTEE

A proposal evaluation committee consisting of Children and Family Commission members and/or community representatives will review each letter of intent. The most competitive applicants will be selected for the second, Phase II, stage of the application process.

VI. SCHEDULE

- April 24, 2006—Letter of Intent Released
- May 8, 2006—Bidders Q&A Meeting
- May 26, 2006, at 12:00pm—Letter of Intent Due
- June 26, 2004, Announcement of Finalists selected to Complete Phase II Application Process
- August 4, 2006, at 12:00pm, Phase II Applications Due
- September 4th-8th, 2006, Phase II Applicant Interviews and Site Visits Conducted
- September 13, 2006 Announcement of Awards
- September 14-October 31, 2006, Contract Negotiations
- January 2007- Funds Available to Projects

VII. LETTER OF INTENT

Safe Communities Program

Letter of Intent for CFC Currently Funded Projects

NOTE

Submission of a Letter of Intent is a required first step in applying for Safe Communities funding. Applicants selected to proceed to the second step, Phase II, will be asked to complete a more detailed and extensive application, participate in an oral interview, and may require a site visit as part of the application process. During Phase II interviews, applicants may be asked to expand on questions asked in the letter of intent.

INSTRUCTIONS

Applications that do not meet all of the following will be considered non-responsive and will not be reviewed:

1. **All** sections of the application must be completed.
2. Application must be typewritten, single-spaced, and use no smaller than 12 point print.
3. Number your responses and respond to **all** questions.
4. Submit an original application plus **six** copies.
5. Limit your response to questions one-four (1-4) to a **total of five type-written** pages.
6. Limit your response to question five (5) to a **total of three type-written** pages. In addition you may attach a copy of a past project evaluation, past project data, and/or other relevant documentation related to question five (5) as an attachment to this question.
7. Completed applications must be received by 12:00PM on May 26, 2006, at the following address:

King County Children and Family Commission
Wells Fargo Center
999 Third Avenue, Room 1200
Seattle, WA. 98104

In addition, CFC staff will be stationed in the lobby, just inside the main entrance, of the WorkSource Renton building from 10:00am-12:00pm on May 26, 2006, to accept applications. WorkSource Renton is located at 919 SW Grady Way, Renton, WA 98055

THIS DEADLINE IS FIRM. LATE LETTERS OF INTENT WILL NOT BE CONSIDERED. LETTERS OF INTENT WHICH ARRIVE AFTER 12 PM ON MAY 26, 2006 WILL NOT BE CONSIDERED.

If you have any question regarding this Letter of Intent please contact James Ott at 206-296-3430 or jim.ott@metrokc.gov

Bidder's Question and Answer Meeting

Children and Family Commission Staff will be available to answer questions regarding the Letter of Intent written application at the **Renton Good Neighbors Center, 305 S 43rd Street, Renton, WA 98055, from 10:00AM-11:30AM on Monday, May 8, 2006.**

LETTER OF INTENT REQUIRED INFORMATION

1. Applicant Organization

- Describe the organization; include the name, address, and telephone number of agency, mission and vision
- List the name of the contact person, and telephone number
- Include a brief description of agency services

2. Summary of Project (Refer to II. Applicant Criteria and III. Definitions on pages 4-5 of this document for project requirements)

- What is the goal of the project?
- Describe the project including the target population(s) served and the number of participants served
- How does this project continue to ensure services are culturally competent? See III. Definitions for the description of Cultural Competence used. Are staff representative of the population of youth served?
- What geographic location(s) does the project serve?
- List and describe the components of the project and how the project engages youth at-risk and reduces their involvement with the juvenile justice system
- Self-identify which type of project funding the project is applying for: best practice, promising practice, innovative pilot project. See III. Definitions for a description of these three types of programs
- List and describe how the project replicates best practice, or promising practice prevention and early intervention programs, or if an innovative project, contains successful elements of best practice or promising practice programs that have a documented success in preventing youth from enter/reentering the criminal justice system.
- Describe how the agency evaluates this project. Please attach a copy of a project evaluation if one has been completed

3. Background of Project (Answer all that apply)

- Who funds the project and for how long?
- What, if any, community planning process supports the need for this project? Explain how the planning process supports the need for this project.

- List all the community partners involved in this project and include a brief description of their role.

4. Budget

- List amount requested for project
- List total project costs
- List total agency annual budget
- List total project match. See specific matching requirements in II. Applicant criteria.

5. Project Outcomes

What are the documented outcomes of the project? Each outcome stated in the 2004-2006 contracts must be addressed. Accomplishment of achieved project outcomes must be verified by data, outside program evaluation or other documented sources. In the event an outcome was not achieved an explanation of why and what the agency proposes to do to achieve this outcome in the future is required.